



**SAINT PAUL**  
**MINNESOTA**



**OFFICE OF  
NEIGHBORHOOD  
SAFETY  
MANAGEMENT  
ASSISTANT IV**







## **Board/Commission Support and Liaison**

- Serve as the Office Director's administrative liaison boards and commissions.
- Assist board members with agenda creation and minute-taking.
- Maintain discretion and confidentiality in relationships with all board members.
- Adhere to compliance with applicable rules and regulations set in bylaws regarding board and board committee matters, including advance distribution of materials before meetings in electronic/paper format.

## **Grant Management and Community Engagement Liaison**

- Responsible for all aspects of grant management including grant searches, city council approvals, grant applications, grant administration, grant metrics, expenditures, renewals and other reports.
- Coordinates community events calendar for CAO/ONS public facing events, coordinates all aspects of community event appearances, manages event staffing efforts, supplies, transport, and other resources.
- Manages social media platforms including city webpages, Facebook, Twitter, Instagram, LinkedIn and other platforms to promotes public safety and procedural justice efforts through public education, service announcements, and community engagement.



## **City of Saint Paul At-a-Glance**

As the seat of government for Minnesota, Saint Paul is the state's historical and cultural heart. Life in Saint Paul flows deep with tradition, wide with talent and diversity, and strong with economic and cultural vitality. Saint Paul is a thriving commercial center and is home to Fortune 500 company headquarters, large regional enterprises and countless small businesses and professional firms.

- Estimated population size is 344,000 as of 2020.
- Saint Paul is governed with a strong mayor-council form of government
- Melvin Carter is the 46th, and first African-American mayor of the City of Saint Paul and was reelected for a second term in 2021.
- More than 80 languages are spoken in Saint Paul public schools.
- Saint Paul's population is 48.8% White non-Hispanic, 19.2% Asian, 16.5% Black or African American, and 9.7% Hispanic or Latino.





## **Strategic Initiatives**

- Work with Office, Innovation Office and Optimal Team workgroup to coordinate Director's outreach activities.
- Follow-up on contacts made by Director and support the cultivation of ongoing relationships.
- Coordinates with partner agencies, social service providers, faith-based agencies, and community members to create a unique support structure tailored to assist youth and other individuals engaged in or impacted by violence and provide alternatives to gun-related and other violent crime.
- Outreaches to a range of government, education, health, judicial, enforcement, faith-based and other entities to gain commitments to participate in a whole of government and community effort to reduce violent crime.
- Establishes and regularly convenes a variety of committees consisting of individuals and organizations committed to reducing gun violence and crime.
- Maintains strong and collaborative working relations with social service organizations to prioritize assistance to individuals at high risk of carrying out or becoming a victim of violence through the provision of supportive services and various advancement activities, such as education, mentorship, conflict management, and career advancement.
- Serves as the lead contact and works with agencies and case managers to coordinate services for participating individuals.
- Work with Optimal response team and partner organizations to identify needs, determine appropriate services, make referrals and track the outcomes of referrals on a case-by-case basis to progressively address and decrease gang and gun related violent crime.
- Tracks progress of participating youth and individuals as to the extent the established support structure is keeping them alive and out of prison.
- Builds relationships with community-based organizations, social service providers and other diverse stakeholders to reduce gun violence, improve neighborhood safety, and provide needed supports for those impacted by violence.
- Fosters communication among various organizations to encourage the sharing of information and resources, and to coordinate interventions, activities and programming.
- Develops and utilizes relationships to help connect and redirect persons identified to be at higher risk of violence to positive opportunities and resources, including counseling, mediation, job training, employment, housing, recreation, and education.
- Generates reports and briefs to update City and community partners on crime reduction and gun violence prevention efforts and outcomes.
- Plans, coordinates, convenes, facilitates and participates in a wide variety of meetings and events with various internal and external stakeholders.
- Develops and implements strategies for engaging individuals with lived experience in violence prevention work as well as those with a past history of involvement in crime as credible messengers within the community to reach out to individuals and groups involved in violence and help redirect behaviors.
- Work with community partners to develop holistic violence intervention programming that better supports and addresses the needs of victims and witnesses of gun violence.
- Develop and implement extensive outreach efforts to engage stakeholders, strengthen lines of communication; address barriers; build consensus; and implement more comprehensive violence intervention and prevention programs and activities.
- Performs other related duties as assigned.





## Minimum Qualifications

High school diploma required; Bachelor's Degree preferred in Business or Public Administration with two years of experience in project management. Experience in applied crime reduction and/or statistical analysis or any equivalent combination of education, training, and experience. Bachelor's degree or equivalent in social science or human services area; two years related experience and/or training in a social service setting that demonstrates the skills, knowledge and abilities needed to perform the above tasks; or equivalent combination of education and experience. Experience working with elected officials, law enforcement, neighborhood organizations, residents and/or churches. Knowledge of the community and social issues. Good analytic and interpersonal skills.

## Compensation

The City of Saint Paul offers a generous compensation and benefits package. The salary range for this position is **\$68,348.80 - \$96,116.80** annually. Starting salary is dependent upon experience and qualifications.

## City Paid Benefits

- Health Insurance
- Vacation/Holidays
- Sick Leave
- Life Insurance
- Subsidized Metro Bus Pass
- Deferred Compensation
- Retirement Program

## Optional Benefits

- Dental
- Flexible Spending Accounts
- Disability Insurance
- Accidental Death and Dismemberment Insurance
- Long Term Care Insurance

## The Process

Complete an application and submit your resume, cover letter, and three references online at [stpaul.gov/jobs](http://stpaul.gov/jobs). The cover letter should include a description of why you are interested in the position and how your skills make you an excellent candidate.

Additional information about the City of Saint Paul can be found at [www.stpaul.gov](http://www.stpaul.gov).

